

Minutes of the First Executive Committee Meeting

Date: 5 May 2026

Members Present

1. Mr. Mohit Yadav
2. Ms. Suman Kochar
3. Ms. Abha Joshi
4. Ms. Subrata Banerjee
5. Ms. Sudha Pandey
6. Ms. Anamika Singh
7. Ms. Geeta Taneja
8. Ms. Juhi Mishra
9. Ms. Reshma Juneja
10. Fr. Jolichan P.J.
11. Mr. Amit Trivedi
12. Mr. Rakesh Bhatia
13. Ms. Anubha Bahadur

Agenda & Resolutions

Website Updates

- Update the new Executive Committee.
- Create archives for old circulars, Collector's circulars and CBSE guidelines.
- Upload the member directory with contact details.
- Regularly upload events and meeting minutes.
- Create secure member login IDs.
- Integrate an online payment gateway.

Google Form for Member Schools

- Appointment Letter of Principal
- CBSE Affiliation Letter & Number
- School Name
- Principal's Name
- Principal's Mobile Number
- School Address

Finance

- Current membership fee: ₹5,000 per school.
- Review subscription amount.
- Update bank signatories.
- Discuss budget allocation for sports officials.

Bank Details

- Axis Bank, Vijay Nagar Branch
- Three authorized signatories: Chairperson, Secretary and Treasurer.

- Treasurer's signature to remain mandatory.

Annual Calendar

- Prepare a cluster-wise annual calendar with month, event, date and venue.

Communication

- Create a new WhatsApp group for Session 2026–27.
- Existing group to continue as the Principals' Group.

Cluster Restructuring

- Reshuffle clusters geographically.
- Schools under the same management to be placed in different clusters.

Attendance Policy

- Minimum 50% attendance mandatory.
- Membership to be cancelled after three consecutive absences.
- Attendance sheet to be uploaded after every meeting.

Administrative Decisions

- Finalize vendors for certificates and trophies.
- Appoint a Chartered Accountant and Advocate.
- Annie Besant School to function as the Sahodaya office.
- Define expenditure approval limits.

Future Plans

- Explore an educational tour to Finland.
- Tentatively schedule the next meeting around 20 June 2026.

Tentative Activities

- Teachers' Awards
- Principals' Training Programmes
- Co-curricular and Sports Activities
- International Activities
- MUN / Counselling Conference
- Regional Conference
- Bal Vigyan
- Guidelines for Principals joining or changing schools during the session